



**State of Oklahoma
Department of Central Services
Human Resources**

**Employee of the Quarter
Nominations**

CY: 2009

Quarter: 4

ADMIN Nominee	_____	_____
	Doss	Jason
	Last Name	First Name
Justification:	<p>Jason was recently promoted to the agency's Property Control Officer. During his initial months of appointment, All State Agencies have reported their inventories in a timely manner. He was instrumental in having the Accounts Payable voucher information scanned and saved for the transmitting of claims information to the Office of State Finance. This process will save time and dollars for the Accounts Payable and the Department of Central Services. He is an excellent team player. Jason may be relied on by management to assist in the resolution of Accounts Receivable, Accounts Payable, and inventory situations. He is punctual and his attendance sets examples for others to follow.</p>	

CAP Nominee	_____	_____
	Melton	Cindy
	Last Name	First Name
Justification:	<p>Cindy consistently sets a fine example of professionalism in every way. When faced with challenges such as employees who break protocol or procedure she gently but firmly (and always professionally) leads them back to the proper procedure through open effective communication and dialogue. Always positive and capable, I have never once heard her complain about a task. She's a "real swell gal."</p>	

CP Nominee	_____	_____
	Gentry	Keith
	Last Name	First Name
Justification:	<p>Keith has wrote and re-wrote our rules, policies, procedures, more times than I can count to try to provide all the information needed in the process of keeping us legal & kept track of the legislative bills at the Capital for the last several years. He has always been here to help anybody with just about anything, from carrying things into the building for us, to cleaning out the Refrigerator in our kitchen. He also manages to Supervise the support staff and even help them out, when needed too, from opening the mail, to working in the file room, filing folders. He does this and much more with a smile on his face an a few kind words. When, he might like to tell them something different, but he doesn't do that, he's a good person and very deserving of his ability to get things done.</p>	

CPT Nominee	_____	_____
	Fullbright	Roy
	Last Name	First Name
Justification:	<p>Life-time achievement! Roy has been one of the most dependable employees Central Printing has ever had. When he retires in February 2010, he will leave with over 3,000 hours of sick leave on the books. Despite a hearing disability, Roy has become an intricate part of Central Printing. Whether on the single color, 2 color or perfector press or helping in the bindery and mailing center, Roy has always given his best. I would like to personally state that it has been a privilege and joy to have worked with Roy and to be able to call him my friend.</p>	

FM Nominee	<u>Rooker</u> Last Name	<u>Michael</u> First Name
Justification:	<p>Mike has always shown exceptional auto mechanical skills and volunteers routinely to complete problematic repairs in our garage. In spite of no hope for a promotion during the current budget crunch he stepped up and took leadership of a team assigned the task of preparing 79 GSA vehicles to be issued to state agencies. Each vehicle requires an extensive assessment of mechanical reliability to assure they each meet our division standards.</p> <p>His leadership and dedication and his organization skills inspired the group and insured meeting the deadline of issuing these vehicles within a 3-month period - in addition to doing daily business in the garage. The savings to state agencies leasing these 79 vehicles is estimated to be \$6 million in FY 2010. Revenue to Fleet will be at least \$426,600.00 per year. We plan to obtain and lease at least 100 more vehicles using this program (more \$\$ for DCS).</p>	

OFM Nominee	<u>Carman</u> Last Name	<u>Carie</u> First Name
Justification:	<p>Carie Carman has been an outstanding employee in State Leasing. State Leasing has been a 3-person office with the help of temporary staff for the past several years answering the telephone, opening and logging in the mail, filing, and scanning. Since August of this year, State Leasing has been unable to hire help and Carie has done the duties of both jobs. Carie's work plate is always full, never a dull moment; however, Carie does not complain and is eager to get the job done. Carie has been the lead in developing and loading our information into the new Facility Services database system which will give our agency better and more accurate information and reporting. Carie has put in over 500 hours into entering existing leasing data. She has learned the data base system and has become a subject matter expert. Carie has received praises from other state agencies on her professional manner and in her experience enabling her to help people with PeopleSoft questions. Carie exceeds the standard in business correspondence and editing, professional manner, and appearance. Carie arrives for work on time and does not abuse her leave. For all these reasons I nominate Carie Carman for Employee of the Quarter.</p>	

PR Nominee	<u>McIntyre</u> Last Name	<u>Marilyn</u> First Name
Justification:	<p>Marilyn McIntyre always exhibits an exceptionally helpful attitude with customers and other employees. She makes customers feel welcome and goes above and beyond in assisting them with their needs. She makes a special effort at our public and online auctions to know and call the customers by name. I get frequent comments about the helpful friendly attitude here at State Surplus and she has been a large part of making that happen. Since she has been at State Surplus she has also made a tremendous difference in the appearance of our offices with her willingness and ability to organize, clean and decorate. We get many compliments on our offices.</p> <p>Marilyn is wonderful at team building and workplace harmony. She includes others in her projects, listens and place great value on their input.</p> <p>Marilyn has instituted many organizational changes that have streamlined our filing system, our operational procedures and our overall effectiveness. She is very accurate and timely in all her work.</p> <p>Marilyn daily exhibits all the positive professional attributes that make up the wonderful image Property Reutilization/State Surplus and DCS continually strive to achieve with all customers and fellow employees.</p>	

RM Nominee	<u>Herrera</u> Last Name	<u>Mary</u> First Name
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Justification:

The RM team selects Mary Herrera as its employee of the 4th quarter. As one member of the RM team stated in her nomination, ". Mary is ALWAYS going the extra mile to see that Risk Management is taken care of. She arrives at work early, makes the coffee (that she doesn't drink), is constantly throwing out molded food left in the refrigerator, refills the ice trays, and takes home dish towels, washes them and brings them back the next day and stores them neatly in the drawer for everyone to use . Not only is she keeping up with the kitchen but every morning she goes out of her way making sure the copiers are filled with paper."Furthermore, Mary is ALWAYS, ALWAYS making sure Risk Management participates with all festivities whether it's a holiday or a birthday. She makes an extra effort to make it a fun event for everyone in Risk including the whole agency. "Also, in addition to Mary's new job tasks, she has been extremely helpful in assisting me with the fire program. Yesterday, Theresa, Jack, and Cathye were all out, Steve was on break, and a fire call came in. She helped me locate the Driver's Road Test Record, later, an application for full coverage, and then, verification of coverage for another fire dept. I'm very thankful and grateful she was there to help me. If anyone deserves to be Employee of the Quarter it's Mary!"